

Troop 413 Position Description: Junior Asst Scoutmaster

8/28/16

1. Assist the Scoutmaster and function as an Asst Scoutmaster as possible.
2. Encourage and assist the SPL and other youth leaders.
3. Attend most troop meetings and activities.
4. Attend PLC meetings and the annual planning meeting and contribute positively.
5. Set a good example.
6. Wear the Scout uniform correctly.
7. Live by the Scout Oath and Law.
8. Show and help develop Scout spirit.
9. Help with Advancement Reviews and Recommendations as needed.

Troop 413 Position Description: Senior Patrol Leader

9/10/11

1. Preside at all troop meetings, events, activities and the annual planning meeting.
2. Chair the Patrol Leader's Council (PLC).
3. Appoint youth leaders with the advice and consent of the Scoutmaster.
4. Assign duties and responsibilities to other youth leaders.
5. Work with the Scoutmaster in training youth leaders.
6. Set a good example.
7. Wear the Scout uniform correctly.
8. Live by the Scout Oath and Law.
9. Show and help develop Scout spirit.
10. Review and comment on Leadership Credit Sheets monthly.
11. Organize Advancement Reviews as needed.

Troop 413 Position Description: Asst Senior Patrol Leader

9/10/11

1. Be responsible for training and giving leadership to the following youth leaders: historian, scribe, librarian, instructor, quartermaster and chaplain aide.
2. Attend and help lead meetings and activities, especially as requested by the SPL.
3. Guide the troop in the SPL's absence.
4. Perform tasks assigned by the SPL.
5. Attend PLC meetings and contribute positively.
6. Set a good example.
7. Wear the Scout uniform correctly.
8. Live by the Scout Oath and Law.
9. Show and help develop Scout spirit.
10. Help with Advancement Reviews and Recommendations as needed.

Troop 413 Position Description: Patrol Leader

8/28/16

1. Plan and lead patrol meetings and activities.
2. Attend most troop meetings and activities.
3. Keep patrol members informed.
4. Hold at least one patrol meeting that is not part of a troop meeting or event in the fall and another in the spring.
5. Represent the patrol at all PLC meetings and the annual planning meeting and contribute positively.
6. Prepare the patrol to take part in all troop activities. Submit a menu and tent arrangements for each overnight trip by the Monday before the trip. Take care of the patrol's equipment and return it when requested by the Quartermaster or Scoutmaster.
7. Set a good example.
8. Wear the Scout uniform correctly.
9. Live by the Scout Oath and Law.
10. Show and help develop Scout spirit.
11. Help patrol members with Advancement Reviews and Recommendations as needed. Help each patrol member to advance in rank.

Troop 413 Position Description: Chaplain Aide

8/28/16

1. Assist the Chaplain as requested.
2. Lead or organize devotionals on camping trips. Send outline to Chaplain or Scoutmaster by Wednesday before the activity.
3. Lead or organize prayers before and after troop meetings, before troop activities and as requested.
4. Lead or organize a review (Scout Minute) of a portion of the Scout Law or Oath at two meetings per month or as requested by the Chaplain or Scoutmaster.
5. Encourage scouts to earn the God and Country awards.
6. Attend most troop meetings and activities.
7. Attend PLC meetings and the annual planning meeting and contribute positively.
8. Set a good example.
9. Wear the Scout uniform correctly.
10. Live by the Scout Oath and Law.
11. Show and help develop Scout spirit.
12. Help with Advancement Reviews and Recommendations as needed.

Troop 413 Position Description: Historian

8/28/16

1. Take photos of troop activities. Prepare newsletters for each Court of Honor. Prepare slide shows as requested by the Scoutmaster or SPL.
2. Attend most troop meetings and activities.
3. Attend PLC meetings and the annual planning meeting and contribute positively.
4. Set a good example.
5. Wear the Scout uniform correctly.
6. Live by the Scout Oath and Law.
7. Show and help develop Scout spirit.
8. Help with Advancement Reviews and Recommendations as needed.

Troop 413 Position Description: Instructor

8/28/16

1. Instruct Scouting skills as needed within the troop or patrols.
2. Send teaching plan to ASPL, SPL and Scoutmaster by Wednesday before the scheduled meeting or activity.
3. Help SPL, ASPL and patrol leaders as requested.
4. Attend most troop meetings and activities.
5. Attend PLC meetings and the annual planning meeting and contribute positively.
6. Set a good example.
7. Wear the Scout uniform correctly.
8. Live by the Scout Oath and Law.
9. Show and help develop Scout spirit.
10. Help with Advancement Reviews and Recommendations as needed.
Look for scouts to help.

Troop 413 Position Description: Librarian

8/28/16

1. Establish and maintain a troop library.
2. Keep an updated list of the troop library on the website.
3. Maintain a system to check literature in and out.
4. Follow up on late returns.
5. Attend most troop meetings and activities.
6. Attend PLC meetings and the annual planning meeting and contribute positively.
7. Set a good example.
8. Wear the Scout uniform correctly.
9. Live by the Scout Oath and Law.
10. Show and help develop Scout spirit.
11. Help with Advancement Reviews and Recommendations as needed.

Troop 413 Position Description: Quartermaster

9/10/11

1. Keep records of patrol and troop equipment.
2. Keep equipment in good repair.
3. Issue equipment and see that it is returned in good condition. Collect fines as necessary and give to Treasurer.
4. Suggest new or replacement items.
5. Attend most troop meetings and activities.
6. Attend PLC meetings and the annual planning meeting and contribute positively.
7. Set a good example.
8. Wear the Scout uniform correctly.
9. Live by the Scout Oath and Law.
10. Show and help develop Scout spirit.
11. Help with Advancement Reviews and Recommendations as needed.

Troop 413 Position Description: Scribe

8/28/16

1. Send weekly attendance to Scoutmaster and SPL by Wednesday of each week when there is a troop meeting.
2. Keep notes at PLC meetings and send to SPL and Scoutmaster by Wednesday of the week of the PLC meeting. Include PLC attendance.
3. Assist Troop Administrator as requested.
4. Attend most troop meetings and activities.
5. Attend PLC meetings and the annual planning meeting and contribute positively.
6. Set a good example.
7. Wear the Scout uniform correctly.
8. Live by the Scout Oath and Law.
9. Show and help develop Scout spirit.
10. Help with Advancement Reviews and Recommendations as needed.

Troop 413 Position Description: Webmaster

8/28/16

1. Develop and maintain the troop's website.
2. Attend most troop meetings and activities.
3. Attend PLC meetings and the annual planning meeting and contribute positively.
4. Set a good example.
5. Wear the Scout uniform correctly.
6. Live by the Scout Oath and Law.
7. Show and help develop Scout spirit.
8. Help with Advancement Reviews and Recommendations as needed.

Troop 413 Position Description: Den Chief

3/2/18

1. Assist the Webelos or Cub Scout Den as directed by the Den Leader.
Attend the den meetings.
2. Attend most troop meetings and activities.
3. Attend PLC meetings and the annual planning meeting and contribute positively (den meetings have priority if you are needed).
4. Set a good example.
5. Wear the Scout uniform correctly.
6. Live by the Scout Oath and Law.
7. Show and help develop Scout spirit.
8. Help with Advancement Reviews and Recommendations as needed.